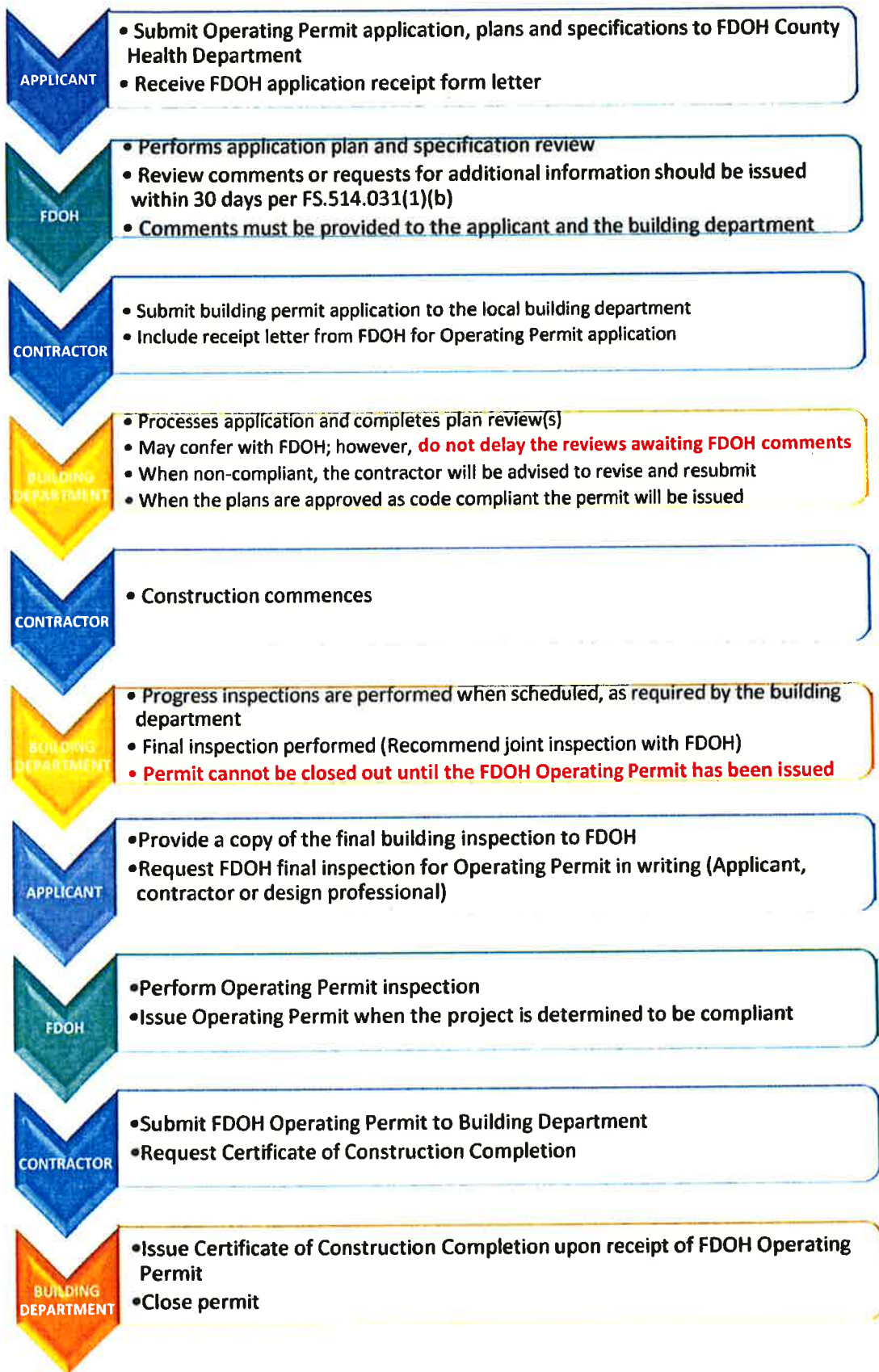


PUBLIC SWIMMING POOL PERMIT PROCESS



Guidance provided by the Florida Public Swimming Pool Coalition whose members include representatives from the following groups:



NOTE: This process applies to new construction, alterations, repairs and equipment replacement

PUBLIC SWIMMING POOL CONSTRUCTION PERMIT PROCESS

MONROE COUNTY



STEP 1

FLORIDA DEPARTMENT OF HEALTH IN MONROE COUNTY

Owner or Owner's Agent must apply for a public pool permit by completing form DH 4159, and including a set of proposed plans and a check for \$150.00 per facility made payable to "Department of Health". In other words, if you have a pool and a spa you are proposing to construct, you need to apply for a permit for each one.

STEP 2

FLORIDA DEPARTMENT OF HEALTH IN MONROE COUNTY

Apply at local health department office. Owners and owner's agents are encouraged to provide an electronic copy of their plans and form DH 4159 to the health department's regional engineering office at: mark.pabst@flhealth.gov

Key Largo

Nelson Government Center
102050 Overseas Highway
Key Largo, Florida 33037
(305) 453-8750

Open Monday, Wednesday and
Friday from 9:30 AM to 3:30 PM

Marathon

Ruth Ivins Center for Public Health
3333 Overseas Highway
Marathon, Florida 33050
(305) 289-2721

Open Tuesday and Thursday from
9:30 AM to 3:30 PM

Key West

Dept. of Juvenile Justice Building
College Road
Key West, Florida 33040
(305) 809-5670

Open Monday, Wednesday and
Friday from 9:30 AM to 3:30 PM

STEP 3

FLORIDA DEPARTMENT OF HEALTH IN MONROE COUNTY

Local health department office issues "Receipt of Application for Public Swimming Pool Permit" letter. Every effort will be made to issue the letter on the same day as application. With this letter, the applicant now applies to the local building department for a construction permit.

STEP 4

LOCAL BUILDING DEPARTMENT

With the "Receipt of Application for Public Swimming Pool Permit" letter, owner or owner's agent applies for a construction permit at the local building department.

STEP 5

REGIONAL DOH ENGINEER SUPPLIES LOCAL BUILDING DEPARTMENT AND LOCAL HEALTH DEPARTMENT WITH RESULTS OF PLAN REVIEW FOR CRITICAL LIFE AND SAFETY ISSUES. At this point, the local building department will process the permit application and when all requirements of the Florida Building Code are met, they will issue a construction permit for the pool. The contractor may then begin construction.

FL Dept. of Health Pool Operating Permit Application Sequence

Specific Authority: 514.03(1) & 553.79, FS, effective October 1, 2014

Before pool construction begins:

- 1) Applicant applies to DOH CHD on completed form DH4159 with set of proposed plans/specs, and \$150 fee (*for initial inspection*).
- 2) DOH CHD provides filled-in Application Receipt Letter to applicant to provide to Building Department. With the DOH Application Receipt Letter, the applicant applies to Building Department for construction permit.
- 3) Within 30 days of receipt, DOH CHD* reviews the submitted operating permit application; and notifies the applicant and the building department of any critical health or safety issues that require correction before a DOH operating permit could be issued.
- 4) Building Department issues construction permit.

DOH CHD waits for pool to be built.

- 5) DOH CHD* receives written request for initial operating permit engineering inspection from the applicant, the commercial pool contractor, or the design engineer.
- 6) The building department may or may not have conducted its final construction inspection. Whenever possible, the DOH CHD* should coordinate its initial operating permit engineering inspection with the building department's final construction inspection.
- 7) Where critical health or safety issues** exist, the operating permit shall not be issued. The DOH CHD shall deny the permit and notify the applicant of the violations and the requirement to either correct the violations or apply for a variance.
- 8) Once violations** are corrected or a variance approved, the applicant shall re-apply for the operating permit with a set of "as-built" plans complying with any DOH issued variance and provisos. The DOH CHD* shall then re-inspect the pool, verify compliance, and issue the initial operating permit to the applicant.
- 9) Building Department issues certificate of occupancy or completion (CO or CC) only after receipt of DOH CHD operating permit issuance notification.

*For CHDs using EH Bureau Pool Engineering assistance or their delegated CHDs, the application package or inspection request must be routed to appropriate Bureau/delegated CHD office promptly.

**Critical health and safety issues include items that cannot be corrected without major re-design or reconstruction activities to the pool, or replacement of water treatment equipment.

Note: Modifications use the same sequence, however no DOH fee is charged, and a letter of acceptance is issued by CHD to applicant rather than a new operating permit.